



APPRENTICESHIP CONSULTANT

Exam Code: 0PBEX

Department: Department of Industrial Relations

Exam Type: Departmental, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Apprenticeship Consultant – \$5,793.00 - \$7,256.00 per month.

View [the Apprenticeship Consultant classification specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **nine (9)** months.

How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the "Taking the Exam" section.

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Apprenticeship Consultant

Either I

One year of experience in the California state service performing the duties of an Industrial Relations Representative, Range C.

Or II

One year of experience in another State, Federal or private agency performing duties comparable to those of an Apprenticeship Consultant.

Or III

Experience: Three years of experience in one or a combination of the following types of work. (Possession of a trade certificate issued by the California Apprenticeship Council may be substituted for one year of the required experience.):

1. As representative of a responsible organization, promoting or placing women and/or disadvantaged minority persons in apprenticeship or other on-the-job training programs approved in accordance with the Labor Code; or
2. Coordinating, directing, or developing jobs for an on-the-job training program for apprentices or trainees in skilled or semiskilled occupations; or
3. Negotiating and maintaining collective bargaining or trust agreements which included apprenticeable occupations, and establishing and maintaining working standards and conditions; or
4. As a certified instructor, coordinator or supervisor of classes in an apprenticeable occupations, or an on-the-job training instructor; or
5. As an active representative of a labor or management organization on a Joint Apprenticeship Committee approved in accordance with the Labor Code.

POSITION DESCRIPTION

Apprenticeship Consultant

This is the full journeyman level. At this level, incumbents organize, develop and maintain joint apprenticeship and other on-the-job training committees in assigned areas; advise and assist individuals and employer and employee groups concerning apprenticeship standards; promote equal opportunity in the programs; conduct reviews and audits of apprenticeship programs; enforce compliance as required by Federal and State laws; and do other related work.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. Techniques, methods and elements of adequate apprenticeship and other on-the-job training
2. Job and training analysis techniques, purposes, functions, and policies of the Division of Apprenticeship Standards and the California Apprenticeship Council
3. California laws and regulations pertaining to apprenticeship and other training on the job.
4. Apprenticeable occupations
5. Federal and State laws and regulations pertaining to labor-management relations, wages, hours, working conditions, public works and fair employment practices
6. Organization, policies and activities of the major labor union and employer associations
7. Prevailing practices and precedents in regard to matters subject to collective bargaining agreements, including knowledge of master agreement negotiations and industry-wide bargaining and industrial relations problems
8. Vocational education principles and programs and their relationship to apprenticeship and other on-the-job training.

Ability to:

1. Read and write English at a level required for successful job performance
2. Secure and maintain sympathetic cooperation of employers and labor organizations in formulating, supervising, and administering training agreements, and in developing opportunities for participation in apprenticeship and on-the-job training for minority group members, analyze situations accurately and adopt an effective course of action
3. Address an audience effectively; use correct English and write effectively.

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Apprenticeship Consultant** classification will be established for:

Department of Industrial Relations

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twenty-four (24) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

EXAMINATION INFORMATION

[Preview of the Apprenticeship Consultant Training and Experience Evaluation](#)

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

Take [the Apprenticeship Consultant examination.](#)

TESTING DEPARTMENTS

Department of Industrial Relations

CONTACT INFORMATION

If you have any ***technical*** questions concerning this examination bulletin, please contact:

California Department of Human Resources
Attn: Examination Services
1515 S Street
Sacramento, CA 95811
Phone: 1-866-844-8671
California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

If you have any administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

Department of Industrial Relations
Human Resources – Examination Unit
1515 Clay St., Suite 409
Oakland, CA 94612

Email: jobs@dir.ca.gov
Phone: 1-800-564-0771

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The Department of Industrial Relations reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental

promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.